



“Outstanding”

Ofsted 2013

JIGSAW'S LOCAL OFFER

“The kind of school that most parents searching for an autism school can only dream of ...”

The Good Schools Guide - June 2015

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Q1 How does Jigsaw know if my child/young person needs extra help?

Jigsaw CABAS® School is a specialist day school for children with an autism spectrum disorder (ASD).

- It is the only school of its kind in the Surrey and one of around 10 across the UK offering a structured programme of intensive intervention using the principles of Applied Behaviour Analysis (ABA).
- Thorough assessments are completed to enable the development of a bespoke curriculum for each child.
- The curriculum is continually reviewed with regular meetings scheduled with parents throughout the year.
- Jigsaw School has a highly trained staff team including senior behaviour analysts, qualified teachers and health professionals offering additional outreach and extensive parent education programmes.

Jigsaw+ offers a day service for adults with autism and/or associated disabilities.

- Following a thorough assessment of need, each client is offered an individualised curriculum that focuses on supporting ongoing learning, improved wellbeing and vocational opportunities.
- Jigsaw+ provides highly trained support workers providing 1:1 support in supervised learning programmes.
- There is a strong focus on teaching clients strategies to self-manage anxiety, anger and other behavioural issues.

All Jigsaw facilities operate an open door policy

Q2 How will Jigsaw staff support my child/ young person?

Jigsaw School is a positive environment

- Qualified teachers and certified behaviour analysts work both individually and within group settings with pupils on a daily basis.
- Through continuous monitoring, measuring and assessment, programmes are constantly adapted to ensure pupil needs are met.
- Parents are kept informed by their child's Classroom Supervisor through a variety of channels – daily communication books, progress review meetings, annual review process, telephone and email communication as well as face to face meetings.
- During a survey carried out in April 2015, 100% of parents returning the survey agreed or strongly agreed that their child was taught well at Jigsaw.
- Staff continually praise individual success, which reinforces self-confidence and self-esteem.
- Teachers undertake a process of continual assessment and learning that is supervised by our on-site Certified Behaviour Analysts and Consultant Behaviour Analysts from the CABAS® Board who visit regularly throughout the year.

Jigsaw+ adult provision

- Highly trained Support Workers, supervised by Team Leaders and the Learning Support Manager, deliver individualised programmes that are continuously monitored and reviewed.
- Each client has meaningful, achievable goals that are reviewed regularly with all those involved in the client's support and care.

Jigsaw Trust Governors and Trustees

- Include individuals with extensive experience from a breadth of educational and business settings.
- They regularly visit and support the work of all Jigsaw staff.

Q3 How does Jigsaw match the curriculum to my child's/young person's needs?

Jigsaw School has a multi-disciplinary approach

- Each child's needs will be met through their individualised curriculum, 1:1 teaching and a process of assessment, planning, implementation and progress review - previously known as an IEP (Individualised Education Plan).
- Jigsaw CABAS® School has a science-based teaching system whereby teaching staff collect moment-to-moment data throughout the school day. These data can be used to provide immediate feedback to the pupils and to modify teaching interventions where necessary to ensure optimum outcomes.
- Jigsaw has a multi-disciplinary approach with onsite speech and language and occupational therapy embedded in the curriculum.

Jigsaw+ adult provision

- Every client has an individualised curriculum designed to maximise their learning potential, increase independence and improve quality of life.
- The provision enables opportunities for clients to access work experience placements that are relevant and suited to them as well as access to community activities that can be individually selected.

Jigsaw Trust across all settings

- Staff know pupils' and clients' learning and emotional needs extremely well and put this knowledge to very effective use in matching activities closely to the needs of each individual.
- Staff have very high expectations for individual achievement and independence, and work consistently to promote this goal.

Q4 How do you keep me informed of my child's/young person's progress at Jigsaw?

Jigsaw School communicates with parents

- Daily via a communication book – allowing a continual flow of information on both school and home matters, behavioural issues, general wellbeing and relevant daily detail. Described by one parent as a ‘lifeline’, Jigsaw considers this to be a fundamental part of the individualised approach to each pupil’s needs.
- Termly by providing a more detailed report than the Communication Book.
- Annually through the annual review process.
- Progress review meetings are held 6-monthly by Jigsaw’s senior teaching team. Parents are invited to attend these meetings.
- Memos are sent home describing the current topic and class timetables and curriculum newsletters are sent to parents half-termly.
- The School’s **open door policy** allows parents to observe their child in class at any time.
- Jigsaw School has a dedicated Parent Liaison Officer.
- Home support (Outreach) is available to parents together with a parent education programme.

Jigsaw+ adult provision

- Regular client reviews are conducted where clients and stakeholders can reflect on progress to date and discuss and plan future aims.
- Jigsaw+ actively encourages and supports clients to express their own needs and wishes, to fully participate in the communication process and to make positive choices.

Communication throughout Jigsaw is excellent, providing regular information and plenty of opportunities for parents to contribute to their child's/young person's development.

Q5 What support does Jigsaw give for my child/young person's wellbeing?

Jigsaw School is a positive environment

- An integral part of the CABAS® system is learning through positive reinforcement.
- The school's philosophy and aims are achieved through a positive approach to behaviour management where pupils are guided and encouraged through reinforcement of appropriate behaviours.
- All pupils have individual behaviour guidelines and individual risk assessments. Data are collected on behaviours and are continually monitored and analysed by senior staff.
- The school adopts an e-safe environment and has 3 designated child protection officers.
- There is a full and detailed range of clearly-written policies and procedures for all aspects of pupils' welfare, including behaviour management, the prevention of bullying, safeguarding, safety (both on and off site), and first aid.
- Approximately 50% of teaching staff are first aid trained and follow DfE guidelines on the administration of medication.
- The school holds an exceptional record of children remaining at the school .
- **96%** of parents returning the survey agreed or strongly agreed that their child was happy at Jigsaw School.
100% of parents returning the survey agreed or strongly agreed that their child was well looked after at Jigsaw School.

Jigsaw+ adult provision

- All clients have individual risk assessments, behaviour guidelines, medical profiles and personal care plans.
- Staff are fully trained in the administration of medicines, Safeguarding protocols, behaviour management and first aid.
- Behaviour guidelines are continually reviewed and amended to ensure the optimum support for each client.

Jigsaw is committed to safeguarding and promoting the welfare of children and young people

Q6 What specialist expertise is available at Jigsaw?

Jigsaw School has a highly qualified teaching team

- The majority of staff are graduates and many are certified behaviour analysts focussing on teaching as applied behaviour analysis (ABA).
- All teaching staff progress through the CABAS® rank system accredited by Columbia University New York and the CABAS® Board and a Masters Programme can be completed through Nicholls State University.
- Both Columbia University and Nicholls State University provide Jigsaw's Senior Consultants who visit regularly throughout the year.
- 50% of staff are trained in first aid.
- Chartered Registered Speech and Language Therapists (in-house).
- Chartered Registered Occupational Therapists (in-house).
- Consultant Physiotherapist.
- PROACT-SCIP®-UK trained teaching staff with 7 SCIP® Instructors across all facilities.

Jigsaw CABAS® School is a member of NASS (National Association of Special Schools) and ABA Schools forums.

Jigsaw+ working in partnership

- Staff with comprehensive training in ABA and the management of challenging behaviour.
- Key health and social care training such as medication, safeguarding, mental capacity act and first aid.
- Jigsaw+ actively works in partnership with other service providers to maximise the learning, vocational and wellbeing opportunities for clients.
- PROACT-SCIP®-UK trainers on staff.

Q7 What specialist services are available at Jigsaw?

Jigsaw School

- Pupils access a range of offsite activities and community based learning to further broaden their learning experiences. For example, horse riding (RDA), swimming, rock climbing, cycling, visiting local libraries, parks and attractions.

Jigsaw has the following services available on-site:

- Daily Living Skills room to assist in the development of pupils' independence.
- Fully equipped food tech room
- Soft play and sensory rooms

We support children who have a range of learning difficulties, many of whom have further complex medical needs, therefore our facilities also include:

- A medical room
- Suspended equipment operated by fully trained therapy staff to enable Sensory Integration therapy to take place

Jigsaw Life Skills Centre, Guildford

A resource for pupils to learn valuable life skills and which provides a unique opportunity for them to take a further step towards more independent living

- Fully equipped kitchen
- Bedroom and bathroom
- Activity room - pool table, computers, games consoles, musical equipment, books
- Dental suite and hairdressing facilities used to aid de-sensitisation issues
- A sensory garden providing outdoor horticultural opportunities under the guidance of a consultant gardener

Jigsaw+ adult provision

- Jigsaw+ develops close links with local businesses to help develop work experience opportunities for clients.
- A range of Enterprises has been established to provide real-world learning opportunities in a safe and caring environment.

Q8 What training do Jigsaw staff have?

All Jigsaw staff receive the following training:

- All teaching staff are working towards certification in ABA from the CABAS® Board (eg. CABAS® Teacher I rank, CABAS® Teacher II rank)
- Some teaching staff are working towards certification in ABA from the BACB (BCBA or RBT)
- Autism
- Safeguarding
- Child Protection (**Jigsaw School** staff only)
- PROACT-SCIP® UK - a positive approach to behaviour management which encourages the use of proactive responses
- Teaching staff have the opportunity to gain a Masters in ABA (a number of teaching staff will transition across to **Jigsaw+ adult provision**)

Other training available across the Trust includes:

- First Aid
- Epilepsy
- Makaton
- PECS
- Proloquo2Go
- ASDAN (**Jigsaw School** curriculum relevant only)
- Other health conditions, as necessary
- Lead teachers, supervisors and support workers receive Leadership and Management training
- Other: Presentation skills, Time management, etc.
- Administrative and Management teams receive similar training plus additional relevant professional development opportunities.

Q9 How will my child/young person be included in activities outside the classroom/on school trips?

Jigsaw School

Currently, all pupils access a wide range of off-site activities on a weekly basis, including:

- ◆ Horse-riding with RDA
 - ◆ Climbing at Surrey Sports Park
 - ◆ Swimming at Cranleigh Leisure Centre
 - ◆ Walking at Winkworth Arboretum
 - ◆ Supermarket shopping trips
 - ◆ Trips to local playgrounds
 - ◆ Athletics at Guildford Spectrum
 - ◆ Cycling at Alice Holt Forest
- The school has a dedicated Educational Visits Co-ordinator (EVC) and an Educational Visits Policy that links directly with DfE and LA guidance.
 - Individual risk assessments are undertaken for each child and extra-curricular activities are tailored to suit.
 - Transport to all visits is via school minibuses specifically adapted, one of which has a tail-lift for pupils with accessibility requirements.
 - Jigsaw's dedicated Life Skills Centre in Guildford gives all pupils the opportunity to learn independent living skills in a 'real world' setting helping prepare them for living in a setting away from family.
 - In addition, there are Jigsaw Enterprises available for pupils and young people to access for work experience opportunities in a safe and caring environment: Café on the Park, ARTworks and GARDENworks.

The school operates a policy of inclusion and will involve parents in decision making regarding activities within the pupils' individual curriculum.

Jigsaw+

- The high level of quality staffing ensures that each client can access the off-site activities required.
- Where behavioural issues may limit access to particular public facilities, Jigsaw+ works in partnership with other providers to offer alternatives.
- Jigsaw+ welcomes information and feedback from families and other providers that improve the support offered to the client.
- Jigsaw+ actively encourages learning in real life settings rather than classroom based learning.

Q10 How accessible is Jigsaw?

- All Jigsaw Trust facilities are fully accessible (wheelchair access, disabled toilet facilities and changing facilities).
- Where a parent/carer's first language is not English, Jigsaw endeavours to find a translator to facilitate ongoing communication.
- All individuals at Jigsaw have a SEN requirement and facilities are adapted accordingly.
- For additional disabilities, every reasonable effort would be made to accommodate their particular needs. Accessibility is continually monitored within all Jigsaw facilities.
- When a parent or LA requests placement of a pupil/young person who presents with additional disabilities, adjustments are made to support them.

As a registered charity, Jigsaw Trust fundraises to be able to provide additional specialist resources across Jigsaw School, Jigsaw+ and Jigsaw Social Enterprises .

Q11 How will Jigsaw prepare and support my child/young person when joining or transitioning to a new setting?

Joining **Jigsaw School** and **Jigsaw+**

Jigsaw has a structured process for the assessment of pupils and clients looking to join. This includes but is not limited to:

- A dedicated Assessment Team
- Working closely with the individual's current setting (school / adult provision / home)
- A Facilitating Team around the Child (TAC) Child in Need (CIN), Looked after Child (LAC), Best Interests Meeting (BIM) meetings when necessary
- Holding transition meetings at Jigsaw and attending other settings in order to facilitate successful transitions to take place
- Informal pupil/client visits are arranged to allow a gentle familiarisation process as well as complete and thorough assessment process to ensure we are able to meet the individual's needs
- Following the Admission Assessments, Jigsaw's Admission team makes a decision as to whether the child/client's needs can be met before feedback is made to the LA for a final decision on placement
- Parents are kept fully informed throughout this process

Moving on from **Jigsaw School** and **Jigsaw+**:

- Curriculum in Key Stage (KS) 4 - 5 progressively changes to prepare learners for adulthood and working life
- Learning objectives related to independent living, work related learning and enterprise are embedded into pupils individualised curriculum plans
- During the Year 9 Annual Review a Transition plan is completed with input from parents, Social Services and the Education Department of the Local Authority. This is updated annually thereafter and helps inform all parties of preferred outcomes and potential risks
- Learners in KS4 – 5 access the school's Life Skills Centre at least once a week
- All pupils in Years 13 & 14 (KS5) have the opportunity to take part in a residential trip each year
- **Jigsaw+** provides work experience opportunities within a Jigsaw Enterprise setting.
- **Jigsaw+** works with other colleges, care and supported living settings to ensure smooth and successful transitions

Q12 How are Jigsaw's resources allocated and matched to childrens/young persons special needs?

Jigsaw School and Jigsaw+:

- As an Independent special school/independent provider, the funding for each child/young person is defined by the level of need in their Statement or EHCP/Care Plan.
- Each pupil/young person at Jigsaw has 1:1 staff support - this is central to our highly structured individualised approach.
- Jigsaw has qualified and State Registered SLTs and OTs on staff to deliver any additional 1:1 direct therapy required as written in the Statement or EHCP/Care Plan.

Additional fundraising further enhances the educational and social experiences and opportunities for our pupils and clients.

Q13 How is the decision made about what type and how much support my child/young person will receive from Jigsaw?

Jigsaw School and Jigsaw+

- Our dedicated assessment team will work with you throughout the admissions process ensuring you are fully informed at all times and that both you and your child/young adult are comfortable within a Jigsaw setting.
- The assessment will advise and shape the Individual Learning Plan, EHCP or Care Plan for your child/young adult. This is completed in conjunction with parents as your input is valuable.
- Once your child/young adult has been placed with us, we will plan regular meetings with you so you can see the progress which is being made.
- We provide regular reports to show where progress is being made.

More information on the admission process can be found at
www.jigsawadmissions.co.uk

Q14 How are parents involved at Jigsaw?

We have an open door policy at Jigsaw

- Parental input into the design of the pupils' curriculum/clients' timetable is invaluable and the emphasis is on making learning fun and meaningful.
- Objectives are updated in the individual learning plan/Care Plan on a daily basis and it is reviewed in detail every six months.
- Parents are invited to attend an progress review meeting twice a year.
- ALL Statements or EHCP/Care Plans are reviewed annually in line with the SEN Code of Practice.
- Parent Education sessions are held throughout the year to further support the generalisation of skills across settings.
- Jigsaw School has a dedicated parent liaison officer based at the School.
- Jigsaw+ adult provision has a dedicated centre manager based at the Centre for Lifelong Learning.
- Parents' forum on Facebook (invitation only).

Q15 Who can I contact for further information about Jigsaw School or Jigsaw+ adult provision?

For more information regarding a possible placement at Jigsaw please contact the Admissions Teams at:

Jigsaw School

Email: info@jigsawtrust.co.uk

Telephone: 01483 273874

Once enrolled at Jigsaw School your first point of contact will be our Parent Liaison Officer

Jigsaw+ adult provision

Email: info@jigsawplus.co.uk

Telephone: 01483 277366

Once enrolled at Jigsaw+ your first point of contact will be the Centre Manager